

MRC-AD/MIS/2025/056

Vacancy Announcement

Job title:	Program Assistant
Unit/dept/delegation:	South Regional Office, Addu City
Reports to:	Manager – South Regional Office
Key Responsibility:	To support the implementation and coordination of South Regional Office Programmes, services and operations.

Background

The Maldivian Red Crescent is an independent, voluntary, humanitarian organization, established on the basis of the Maldivian Red Crescent Law [Law 7/2009]. Its primary objective is to provide humanitarian aid, and to prevent and alleviate human suffering. It is the 187th member of the world's largest humanitarian movement — the International Red Cross and Red Crescent Movement – which every year helps millions of people whose lives have been devastated by crises or conflict.

The Maldivian Red Crescent aims to be the nation's leading humanitarian organization, with Units spanned all over Maldives. It recruits members and volunteers, implements Programmes and delivers services in adherence to the Fundamental Principles of the International Red Cross and Red Crescent Movement – Humanity, Impartiality, Neutrality, Independence, Voluntary Service, Unity, and Universality – making no discrimination as to nationality, race, sex, religious beliefs, language, class or political opinions.

Purpose

The tasks and responsibilities of the Program Assistant are to provide support towards the implementation of MRC's South Regional Office operations and activities Under Healthy Ageing Programme. The Program Assistant will work under the supervision of the Manager in the South Regional Office.

Key tasks and responsibilities

1. Assist the Manager in implementing activities under the Healthy Ageing Programme as outlined in the annual work plan, across units operated under the South Regional Office.
 - Facilitate effective coordination between units to ensure the smooth implementation of the Healthy Ageing Programme activities outlined in the annual work plan.
 - Organize logistics and other necessary arrangements for the successful execution of the activities.
 - Support the monitoring of Programme implementation and budget utilization, ensuring timely reporting to the Unit Board and HQ, as well as the preparation of monthly and donor reports as required.
 - Identify innovative approaches and implement the Programme to enhance the delivery of services under the Healthy Ageing Programme.
2. Support towards regular operations of the South Regional Office
 - Provide assistance in the day-to-day operations of the Office, including logistics management, information management, organizing meetings, and maintaining office upkeep.
 - Support the maintenance of official Programme records and workflows, such as requisitions, clearances, asset management, and monitoring processes.
 - Assist in resource mobilization efforts to support the sustainability and growth of Programme activities.
 - Contributes to the collection and analysis of statistics and data related to Programme indicators and targets, in line with the annual and strategic action plans.
 - Contribute to communication efforts by promoting Programme initiatives and services through the South Regional Office.

3. Support towards emergency management and coordination: Whenever need be, support the coordination of emergency response planning and execution.

4. Support in member and volunteer management of South Regional Office

- Assist South Regional Office in maintaining membership and volunteer data of the Units.
- Assist the Hithadhoo Unit in ensuring regular communications and coordination with members and volunteers

Duties applicable to all staff

- Actively work towards the achievement of the MRC's goals and objectives.
- Abide by and work in accordance with the Red Cross and Red Crescent 7 Fundamental Principles.
- Perform any other work-related duties and responsibilities that may be assigned by the line manager.

Qualifications, Skills and Competencies

Academic Qualification

O'Level Qualification.

Experience

- Experience in a similar project environment setting is preferred
- Experience in working in teams and organizing community activities.
- Experience in humanitarian and/ or development work is preferred.

Skills/knowledge

- Capable of working independently in a collaborative team environment.
- Solution-oriented, results-focused, goal-driven individuals, who displays integrity and accountability.
- Excellent organizational ability, to set priorities, organize workload, handle multiple responsibilities.
- Excellent working knowledge of Microsoft Word, Excel, Access, PowerPoint, e-mail applications
- Able to build rapport with diverse groups in the community.
- Excellent written and spoken Dhivehi & English.

Contract and Salary

Contract Type: **09 Months** (Possible extension based on performance)

Monthly Salary: **MVR 5000** (depending on qualification and experience)

Application

Applications must contain:

- Letter of Interest
- Curriculum Vitae
- Copy / photo of ID card
- Copies of certificates

Applications must be emailed with job title in subject to: vacancies@redcrescent.org.mv

Deadline: The deadline for application is 1st April 2025, 14:00 hrs.

Only short-listed candidates will be contacted for interviews.